



TERRY NAFISI  
DISTRICT COURT EXECUTIVE  
AND CLERK OF COURT

WESTERN DIVISION  
312 N. SPRING ST. SUITE G-8  
LOS ANGELES, CA 90012

SOUTHERN DIVISION  
411 W. FOURTH ST. SUITE 1053  
SANTA ANA, CA 92701

EASTERN DIVISION  
3470 TWELFTH ST. SUITE 134  
RIVERSIDE, CA 92501

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

|                              |                            |
|------------------------------|----------------------------|
| <b>Position:</b>             | Assistant Deputy-in-Charge |
| <b>Classification Level:</b> | CL 28/01 - CL 29/61        |
| <b>Salary Range:</b>         | \$61,294 - \$118,516       |
| <b>Location:</b>             | Santa Ana, California      |
| <b>Opening Date:</b>         | July 15, 2013              |
| <b>Closing Date:</b>         | July 26, 2013              |
| <b>Number of Positions:</b>  | One                        |
| <b>Vacancy Number:</b>       | 13-24                      |

The United States District Court for the Central District of California is a federal trial court that serves seven counties and a population of approximately 18.7 million people, nearly half of the population of the State of California. The Court is the site of many high-profile trials. The Southern Division serves Orange County, California, with a staff of twenty-eight (28) that provide support to one (1) senior judge, five (5) active district judges and four (4) magistrate judges.

### POSITION OVERVIEW

The Assistant Deputy-in-Charge assumes the duties of the Deputy-in-Charge in his or her absence. The Assistant Deputy-in-Charge is responsible for the supervision of the staff and the day-to-day operations of the Southern Division Clerk's Office. Included among these responsibilities are overseeing and assisting the business of the court, including the processing of cases, statistical reporting, courtroom operations, managing the jury operations of the Division, procurement operations, IT operations, records operations and fiscal operations, recommends and assists in writing changes in policies and procedures, supervises the implementation of standardized administrative and courtroom procedures; prepares and quality controls various reports of staff work product; prepares employee performance evaluations; assists in recommending the selection of staff and any personnel actions relative to employee status; overall court administration, including interfacing with the Los Angeles and Riverside offices; representing the Division in public speaking engagements; and other senior supervisory tasks as assigned.

### QUALIFICATIONS

To qualify, the successful candidate will have a minimum of three years of progressively responsible administrative, technical, professional, supervisory or managerial experience in a court environment that provided an opportunity to gain skill in dealing with others in a person-to-person work relationship, to exercise mature judgment, to know the concepts, principles and theories of court management, and the ability to problem solve and resolve conflict, and the ability to understand the managerial policies applicable to the court. Excellent verbal and written skills required. In-depth knowledge of courtroom and court procedures required. Completion of a bachelor's degree is required; a degree in business, public administration, judicial administration or related fields is highly preferred.

### OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

### OUR VISION

Leading the nation  
in service to justice.

*The United States District Court  
is an equal opportunity employer.*

## **BENEFITS**

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off. Training and professional development opportunity exist, funds permitting.

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct ([click here](#) to view). As a condition of employment, the final candidate will be subject to a FBI background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. All applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. Click [here](#) to download the job application. Applications may also be obtained in the Human Resources Department at the address listed below, or by calling our 24-hour job information line at (213) 894-2904. Please submit completed application to:

United States District Court  
Human Resources Department  
312 North Spring Street, Room 535  
Los Angeles, California 90012  
Refer to: Vacancy No. 13-24